RIMAGE®

Rimage Disc Copy Station™ User Guide

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The most recent version of this document can be found at www.rimage.com/support.

Contents

Introduction 1
- About this User Guide 1
- About the Copy Station 1
- Unpacking and Setup Instructions 1

Important Information 2
- Support Information 2
- Learn More Online 2
- Technical Support 2
- Optical Disc Recording Software Disclaimer 2

Identifying the Parts of the Copy Station 3
- Professional 5400N 3
- Producer 8100N 3
- Touch Screen Monitor 4
- Media Reader 4

Operating the Copy Station 5
- Load the Bins 5
  - Professional 5400N 5
  - Producer 8100N 5
- Power On the Copy Station 6
- System Startup 7
- Main Menu 7
- Copy Master Discs 8
  - Copy One Master Disc 8
  - Copy Multiple Master Discs 9
    - 5400N 9
    - 8100N 9
- Offload Content from External Devices 11
  - Offload Content to One or Multiple Discs 11
- Rimage System 15
  - Bins and Media 15
    - Change Bins 15
    - Check Bins 17
  - Devices 17
  - Camera Utility 17
- User Options 18
- Videos 18

Maintaining the Copy Station 19
- Overview 19
- Cautionary Information 19
- Maintain the Touch Screen Monitor 19
- Calibrate the Touch Screen Monitor 19

Resolving Copy Station Errors 20
- Mismatched Media Error 20
- Clamping Error 20
- Copy Station Unavailable Error 20

Introduction

This manual provides the information needed to configure, operate, and maintain the Rimage Copy Station in conjunction with the Rimage Professional 5400N or 5410N system and the Professional 8100N or 8200N autoloader. The terms 'copy station', 'system' and 'autoloader' may be used throughout this manual to refer to the 5400N, 5410N, 8100N, and 8200N. The term 'printer' is use to refer to the Everest 600 or integrated Everest 400 printer.

For information specific to the Professional 5400N or 5410N and Everest 400 printer refer to the user guide found on the User Guide Disc included with the Copy Station or at www.rimage.com/support. From the ***Support*** page select: **Professional Series** > ***Product Name*** > **User Manuals** tab.

For information specific to the Producer 8100N or 8200N refer to the user guide found on the User Guide Disc included with the Copy Station or at www.rimage.com/support. From the ***Support*** page select: **Producer Series** > ***Product Name*** > **User Manuals** tab.

For information specific to the Everest 600 printer refer to the *Rimage Everest 600 Printer User Guide* found on the User Guide Disc included with the Copy Station or at www.rimage.com/support. From the ***Support*** page select: **Printer Series** > **Everest 600** > **User Manuals** tab.

Important! Your Rimage Copy Station, Producer 8100N or 8200N autoloader and Professional 5400N or 5410N system may not look exactly like the model featured in this user guide.

About this User Guide

- While we try to maintain all versions of our manuals and documentations, please note that the English version found on our web site always contains the most up-to-date information.
- Unless otherwise indicated, all Windows navigation statements are Windows 7 paths. Other Windows operating system navigation may differ slightly.
- These notes and symbols are used throughout the manual to help clarify information:

Tip: A Tip suggests alternative methods that may not be obvious and helps you understand the benefits and capabilities of the product.

Important!

- An Important note provides information essential to the completion of a task.
- Important supplemental information.
- You can disregard information in a Tip and still complete a task, but do not disregard an Important note.

Caution: *A Caution indicates that failure to observe this guideline could result in loss or damage to the equipment, product, software, or data.*

Warning! *A Warning indicates that failure to follow this guideline could result in bodily injury to personnel operating or maintaining the equipment.*

About the Copy Station

The Copy Station is part of the Rimage Solutions series of products. The Copy Station consists of a touch screen monitor, a Rimage 5400N or 5410N with integrated Everest 400 printer and an embedded control center (PC) or a Producer 8100N or 8200N with an Everest 600 printer and embedded control center (PC). There is also an attached camera and lighting system for copying disc labels.

For information about setting up and submitting orders from a networked PC, refer to the Rimage Advanced Setup (Networking) Guide available at www.rimage.com/support.

Unpacking and Setup Instructions

Installation instructions are included with the Copy Station's touch screen monitor. Refer to *Install the Touch Screen Monitor* for installation information.

Important Information

This section provides support contact information, cautions and warnings, for the Copy Station. For more information specific to the Professional 5400N system, 5410N system, Producer 8100N autoloader, 8200N autoloader, or Everest 600 printer, refer to the Support Home Page found at www.rimage.com/support.

Support Contact Information

US, Canada, Latin America	
Rimage Corporation 7725 Washington Avenue South Minneapolis, MN 55439 USA Attn: Rimage Services	**Email:** support@rimage.com **Telephone:** North America: 800-553-8312 Mexico/Latin America: 952-944-8144 **Fax:** 952-944-7808
Europe	
Rimage Europe GmbH Albert-Einstein-Str. 26 63128 Dietzenbach Germany	**Email:** support@rimage.de **Telephone:** +49 6074-8521-14 **Fax:** +49 6074-8521-100
Asia/Pacific	
Rimage Japan Co., Ltd. 2F., WIND Bldg. 7-4-8 Roppongi Minato-ku, Tokyo 106-0032 JAPAN	**Email:** apsupport@rimage.co.jp **Telephone:** +81-3-5771-7181 **Fax:** +81-3-5771-7185

Contact Rimage Services	
Website: www.rimage.com/support **Knowledge Base:** http://rimage.custhelp.com Log in and select the ***Ask a Question*** tab	
When you contact Rimage Services, please provide: • System serial number and software version • Functional and technical description of the problem • Exact error message received	Copy this information from your Rimage product for future reference. **Note:** Make sure you update the Serial Number here anytime you receive a replacement system. **Serial Number:** **Product Name:** **Date of Purchase:**

Learn More Online

At www.rimage.com/support, you can experience Rimage's world-class Support and Services.

From the **Support** home page:	From your product page you can access:
1. Select your **product series**. 2. Select your **product**. 3. Learn more on the **product page**.	• Information about the latest software and firmware updates • Product specifications • The latest documents • Current firmware and driver downloads

Technical Support

Rimage offers a variety of service and support options for all its products, including Next Business Day On-site Agreements, Exchange Services, and Software Subscriptions and Support. Please contact your Rimage Value Added Reseller or Rimage for additional information and pricing.

Important! Make sure you register your autoloader so you are eligible for parts and labor covered for 1 year and priority phone support. Registration is available at http://www.rimage.com/support/warranty-registration.

Optical Disc Recording Software Disclaimer

This Product, Software, or Documentation may be designed to assist you in reproducing material in which you own the copyright or have obtained permission to copy from the copyright owner. Unless you own the copyright or have permission to copy from the copyright owner, you may be violating copyright law and be subject to payment of damages and other remedies. If you are uncertain about your rights, you should contact your legal advisor. If you are neither in possession of the copyright nor have authorization from the owner of the copyright, unauthorized copying of copyrighted material on an optical disc or any other media violates national and international legislation and can result in severe penalties.

Identifying the Parts of the Copy Station

This section describes the hardware and features of the Copy Station.

Professional 5400N

For more information about the hardware and features of the 5400N used with the Copy Station, refer to the *Rimage Professional 3400 and 5400N User Guide* found on the User Guide Disc that shipped with your Professional 5400N system.

Producer 8100N

For more information about the hardware and features of the 8100N used with the Copy Station, refer to the *Rimage Producer IIIN User Guide* found on the User Guide Disc that shipped with your Producer 8100N system.

Identifying the Parts of the Copy Station

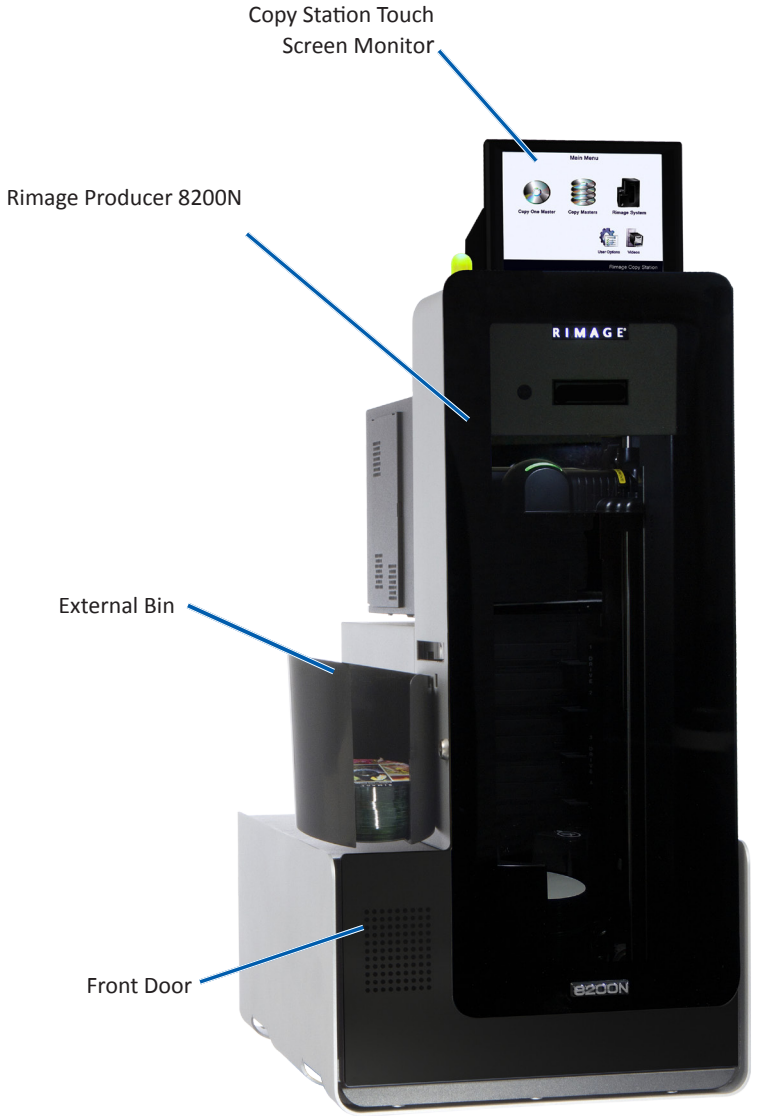
This section describes the hardware and features of the Copy Station.

Professional 5410N

For more information about the hardware and features of the 5410N used with the Copy Station, refer to the *Rimage Professional 3410 and 5410N User Guide* found on the User Guide Disc that shipped with your Professional 5410N system.

Producer 8200N

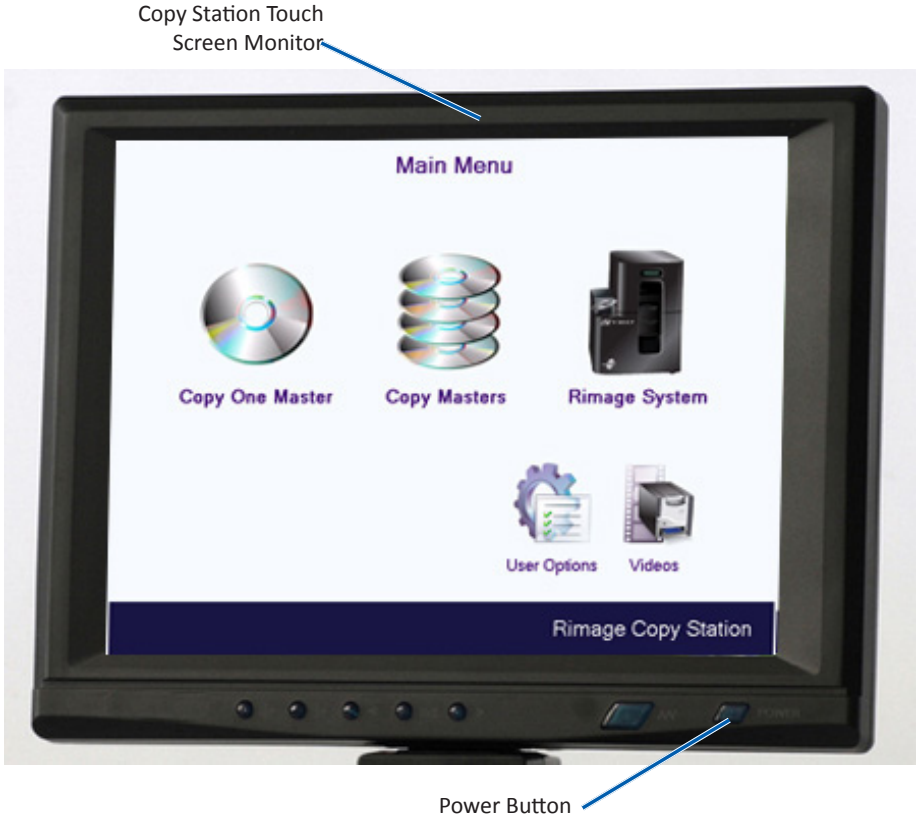
For more information about the hardware and features of the 8200N used with the Copy Station, refer to the *Rimage Producer IV User Guide* found on the User Guide Disc that shipped with your Producer 8200N system.



Identifying the Parts of the Copy Station

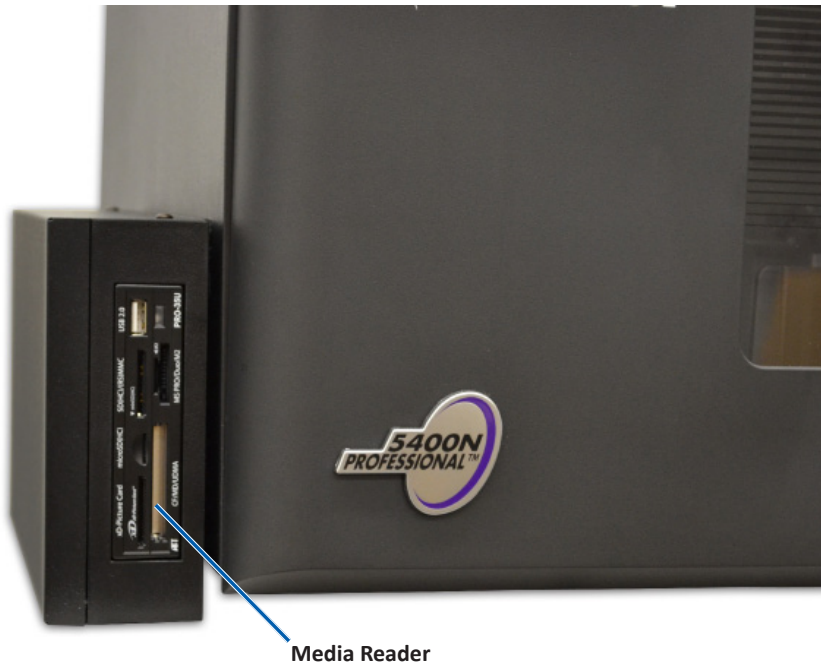
Touch Screen Monitor

For information on installing the Touch Screen Monitor, refer to *Install the Touch Screen Monitor* found on the User Guide Disc that shipped with your Copy Station.



Media Reader

The Media Reader is optional.



Operating the Copy Station

This section provides the information needed to set up and operate the Copy Station.

Load the Bins

Professional 5400N/5410N

For details on loading the 5400N or 5410N, refer to the Professional user guide found on the User Guide Disc that shipped with your 5400N or 5410N system.

Make sure that the autoloader bins have the proper discs in them. The default bin configuration is optimal for Copy Station performance.

Bin 1 - CDs

Bin 2 - DVDs

Bin 3 - Blu-ray Discs

External Bin - Output/Reject

1. Open the **autoloader door**.

   Tip: The system pauses any time the door is opened. Close the door to resume the system operation.

2. Place **up to 50 CDs** in Bin 1.
3. Place **up to 50 DVDs** in Bin 2.
4. Place **up to 50 Blu-ray Discs** in Bin 3.
5. Close the **autoloader door**.

The bins are loaded.

Producer 8100N/8200N

For details on loading the 8100N or 8200N, refer to the user guide found on the User Guide Disc that shipped with your Producer 8100N or 8200N autoloader.

Make sure that the autoloader bins have the proper discs in them. The default bin configuration is optimal for Copy Station performance.

Bin 1 - CDs

Bin 2 - DVDs

Bin 3 - Blu-ray Discs

Bin 4 - Output/Reject

External Bin - Unused

1. Open the **autoloader door**.

   Tip: The system pauses any time the door is opened. Close the door to resume the system operation.

2. Place **up to 100 CDs** in Bin 1.
3. Place **up to 100 DVDs** in Bin 2.
4. Place **up to 100 Blu-ray Discs** in Bin 3.
5. Close the **autoloader door**.

The bins are loaded.

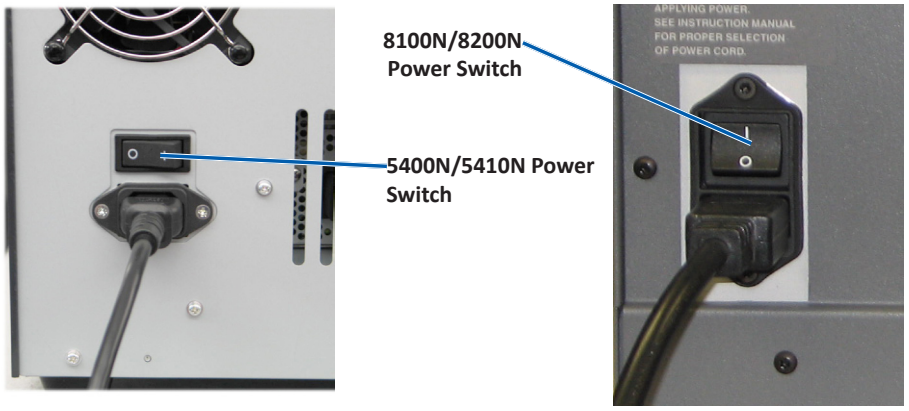
Operating the Copy Station

Power On the Copy Station

For details on powering on the 5400N or 5410N, refer to the user guide found on the User Guide Disc that shipped with your Professional 5400N or 5410N system.

For details on powering on the 8100N or 8200N, refer to the user guide found on the User Guide Disc that shipped with your Producer 8100N or 8200N autoloader.

1. Press the **power switch** on the back of the Copy Station. The system powers on.



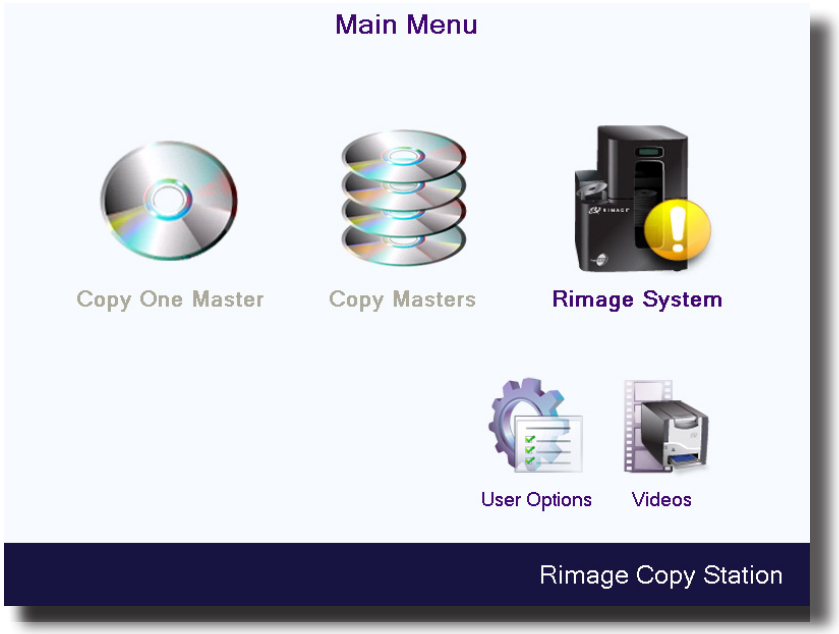
2. On the front of the Copy Station, press the **PC power button** to power on the embedded PC.

The Copy Station is powered on.

Operating the Copy Station

System Startup

When the system first powers on, the touch screen displays the Copy Station *Main Menu*:

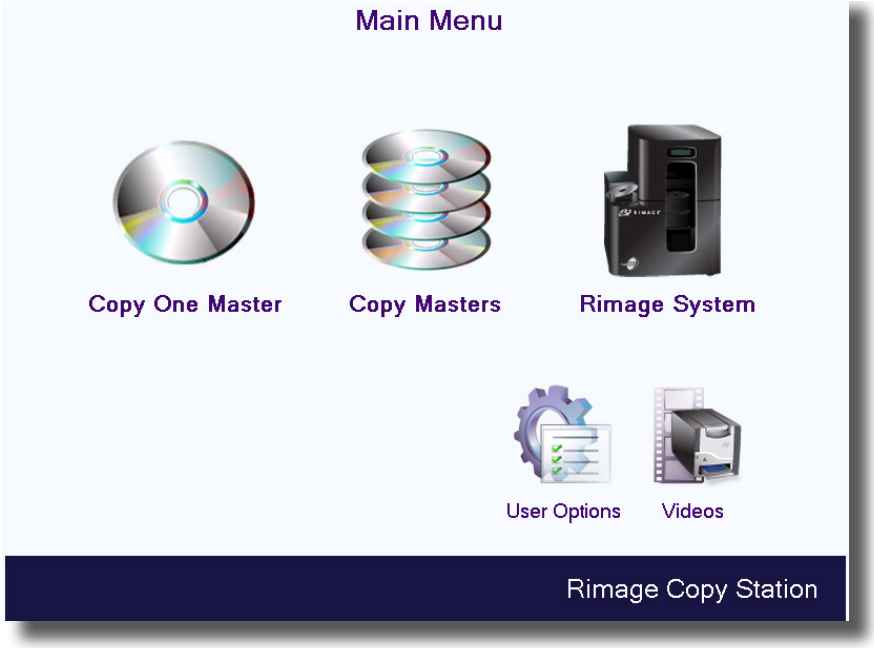


When the icons are inactive and the Rimage Systems displays a warning or caution sign, the Copy Station is still initializing and no discs can be copied. The **User Options** and **Training Video** tutorials are available.

When the initialization completes, the icons become active.

Main Menu

All the Setup and Operating options are available through the *Main Menu*.



From the *Main Menu*, you can

- **Copy one or multiple master discs**. Refer to the instructions on page 9.
- **Offload content from external devices.** Refer to the instructions on page 11.

Tip: The Media Reader is an optional device.

- **View and change system settings**. Refer to the instructions on page 16.
- **View and change user options**. Refer to the instructions on page 19.
- **View printer instructional videos**. Refer to the instructions on page 19.

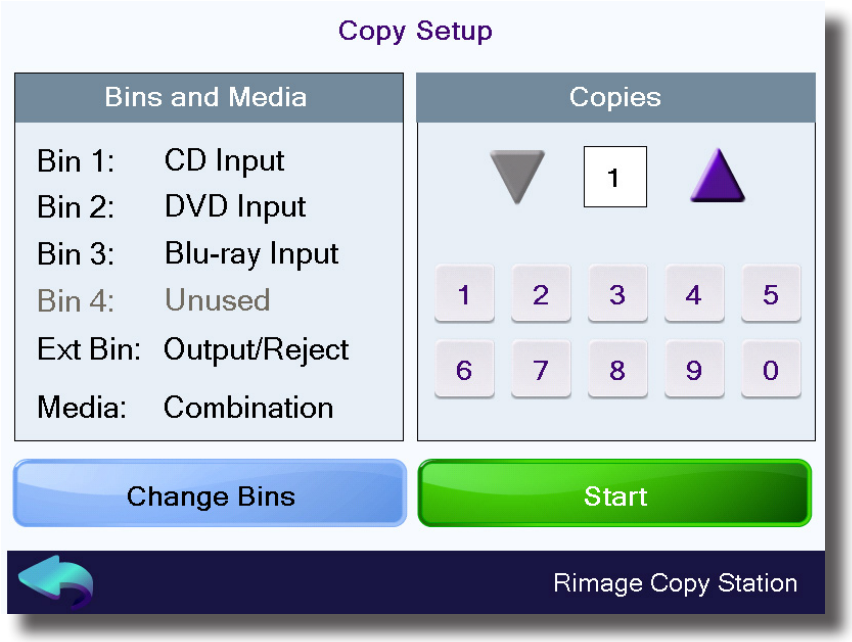
Operating the Copy Station

Copy Master Discs

The Copy Station allows you to copy one or several master discs onto one or more blank discs.

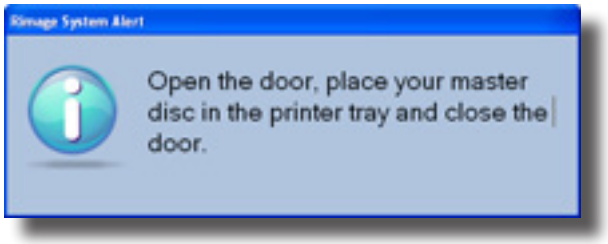
Copy One Master Disc

1. Select **Copy One Master** from the *Main Menu*. The *Copy Setup* screen displays.



2. Use the **up and down arrows** or the **numeric keypad** to select the number of disc copies you want to create.

3. Select **Start**. The system prepares for disc copying. A notice displays when the system is ready.



4. When the notice displays, follow the **prompts** to load the master disc.
   a. Open the **front door**.
   b. Place the **master disc** on the open printer tray.
   c. Close the **front door**.

The copying process begins.

Tips:

- Throughout the process, the job status displays on the touch screen.
- Select **Stop** at any time to cancel the copying process.

The master disc's label is photographed by the integrated camera. This image is printed on each copy of the disc that is made. The master disc is placed in Recorder 1.

When the data on the master disc has been read, the system places the disc in the external bin. A blank disc is placed in the Recorder. After the content has been recorded, the disc is placed on the printer tray and the label is printed on the disc. As each copy completes, the new disc is placed in the output bin.

Operating the Copy Station

When the process is complete a message displays.

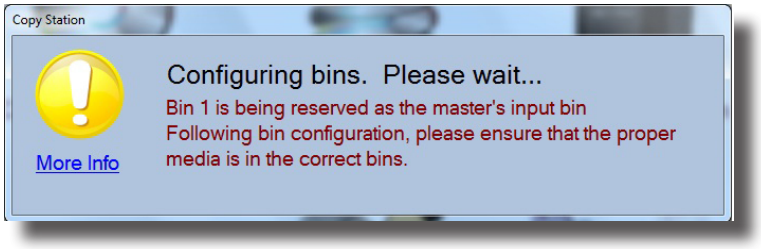
The message indicates where the master disc was placed and where the copied disc or discs were placed.

Select **Return to Main Menu**. The *Main Menu* screen displays. The copy job is complete.

Copy Multiple Master Discs

This option, also referred to as Bulk Copy Mode, allows you to copy multiple master discs onto one or multiple disc sets.

1. Make sure that Bin 1 is empty of all discs.
2. Select **Copy Masters**. A message displays.



The Copy Station begins reconfiguring the input and output bins to accommodate the master discs.

The default bin configuration for copying several master discs is:

5400N/5410N

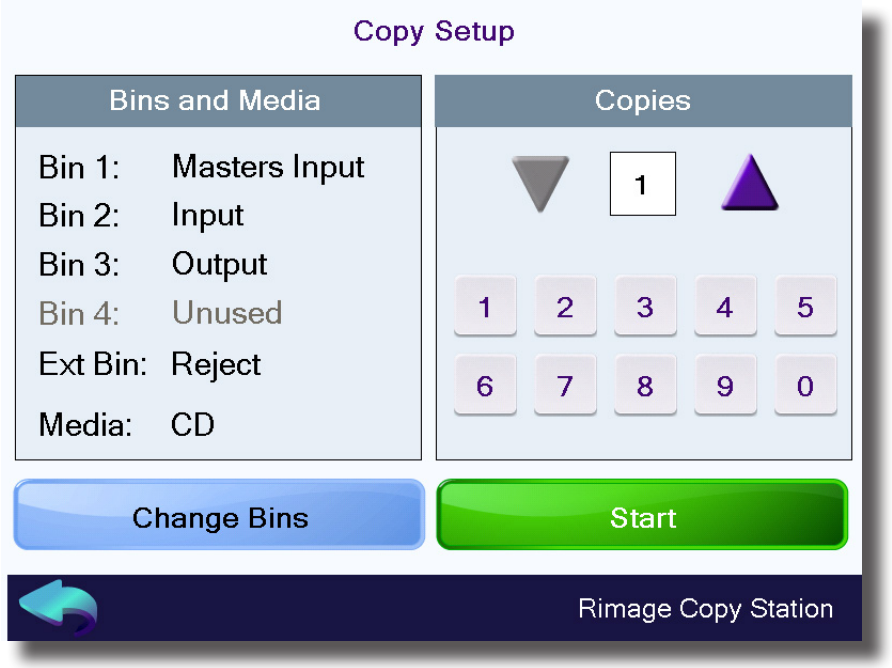
Bin 1 - Master Input
Bin 2 - CD input
Bin 3 - Output
External Bin - Reject

8100N/8200N

Bin 1 - Master Input
Bin 2 - CD Input
Bin 3 - DVD Input
Bin 4 - Output
External Bin - Reject

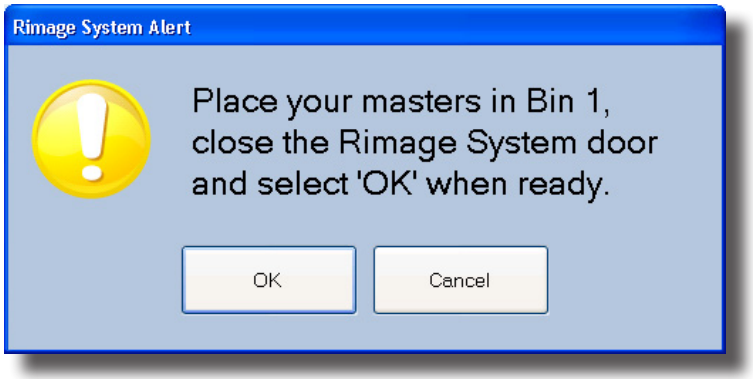
If necessary, the bin input configuration can be changed. Refer to the *Change Bins* instructions on page 16.

When the configuration is complete the *Copy Setup* screen displays.



Operating the Copy Station

1. Use the **up and down arrows** or the **numeric keypad** to select the number of copies of each master you want to create.
2. Select **Start**. The system prepares for disc copying. A notice displays when the system is ready.



3. When the notice displays, follow the **prompts** to load the master discs.
   a. Open the **front door**.
   b. Place the **master discs** in Bin 1
   c. Close the **front door**.
   d. Select **OK**.

The copying process begins.

Tips:

- Throughout the process, the job status displays on the touch screen.
- Select **Stop** at any time to cancel the copying process.

The Copy Station checks the number of master discs in Bin 1. The first master disc's label is photographed by the integrated camera. This image is printed on each copy of the disc that is made. The master disc is placed in Recorder 1.

When the data on the master disc has been read, the system places the disc in the external bin. A blank disc is placed in the Recorder. After the content has been recorded, the disc is placed on the printer tray and the label is printed on the disc. As each copy completes, the new disc is placed in the output bin.

This process is repeated until all master discs are recorded and copied.

When the process is complete a message displays.

The message indicates where the master discs were placed and where the copied discs were placed.

Select **Return to Main Menu**. The system reconfigures the bins to the default bin configuration. The *Main Menu* screen displays. The copy job is complete.

Tip: If you are in Multiple Master mode and would like to start another multiple master publishing job, right-click on **Return to Main Menu**. The system will remain in Multiple Master mode.

Offload Content from External Devices

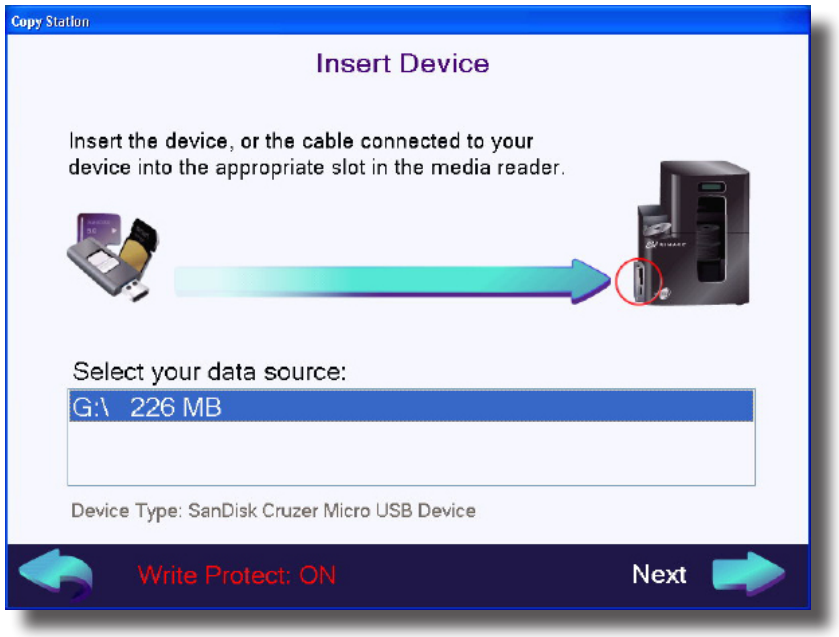
Using the Rimage Media Reader, the Copy Station allows you to offload and backup content from your external devices such as SD, Memory Stick, CompactFlash, or other USB removable devices to optical media.

Offload Content to One or Multiple Discs

1. Select **Device Offload** from the *Main Menu*.

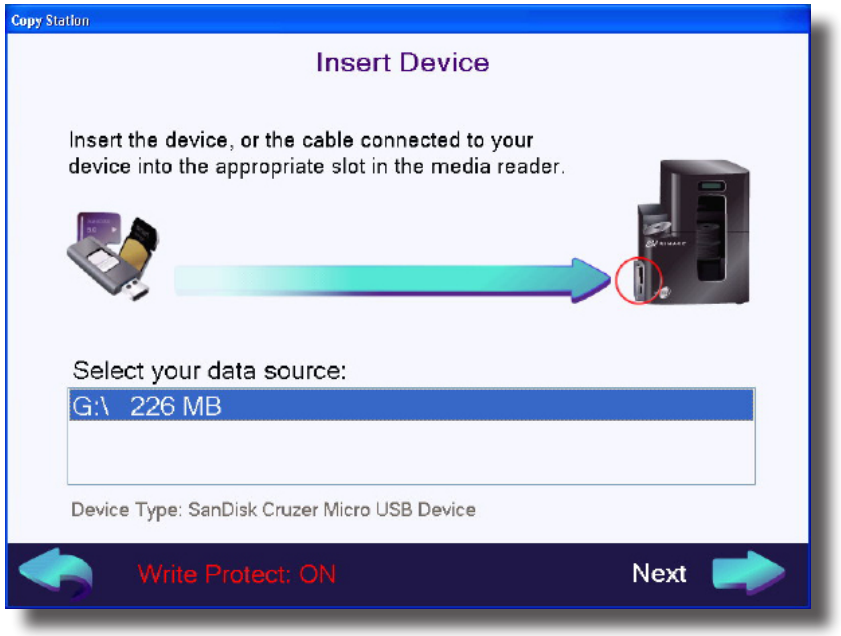
   Tip: The **Device Offload** icon will only display on the *Main Menu* when a Rimage Media Reader is installed on your Rimage Copy Station.

   The *Insert Device* screen displays.



2. Insert the **external device** into the Rimage Media Reader located on the side panel of the Rimage System.

   Tip: The software will automatically detect the device and display the drive letter and the size of the content on the device in the ***data source*** field. The type of external device will display below the ***data source*** field.



Operating the Copy Station

3. Select a label.

   a. Select the **Next** arrow on the *Insert Device* screen.
   The *Select Label* screen displays.

Tip: Labels are created using the CD Designer program and can contain text or merge fields.

   b. Use to view available labels. A preview of the label and the name of the label file display.

   c. Select the **Use this label** checkbox to choose a displayed label.

Tip: The Copy Station looks for labels stored in the Device Offload directory: D:\Rimage\Labels\DeviceOffload. If you create your own labels, save them to this directory and they will automatically be included in the list of available labels.

4. Enter **label text** for each of the merge fields.

   a. Select the **Next** arrow on the *Select Label* screen.
   The *Enter Label Text* screen displays.

Tip: Text can be entered using the touchscreen keyboard, a mouse, or a physical keyboard.

   b. Use to move through the text fields.

Tip: Select **Clear Field** to clear the text field.

Operating the Copy Station

Tip: Most of the fields are user-defined. However, the Rimage System automatically defines some fields. The system-defined fields start with **RMG_** and display on the label. Text cannot be entered in these fields by the user. System-defined fields include:

- **RMG_MasterOrCopy -** Replaces the field with the word “Master” on the first disc produced and “Copy” on subsequent discs if more that one copy is made.
- **RMG_CurrentOfTotal -** Replaces the field with the current number of discs if the offload takes more than one disc per set. For example, the Rimage spanned disc set.
- **RMG_DiscHash -** Replaces the field with the MD5 hash value that is calculated at runtime for verification purposes.
- **RMG_MediaType** - Replaces the field with the type of optical media the label is printing on.

5. Review and start the offload.

   a. Select the **Next** arrow on the *Enter Label Text* screen.

The *Review and Start* screen displays

   b. Select the type of optical media that the content will be copied to from the **Record on to:** dropdown field.

   c. Use to select the number of copies .

   d. Select the **Do MD5 Verification** checkbox if you would like to use a MD5 hash for verification. The hash value will print on the disc label.

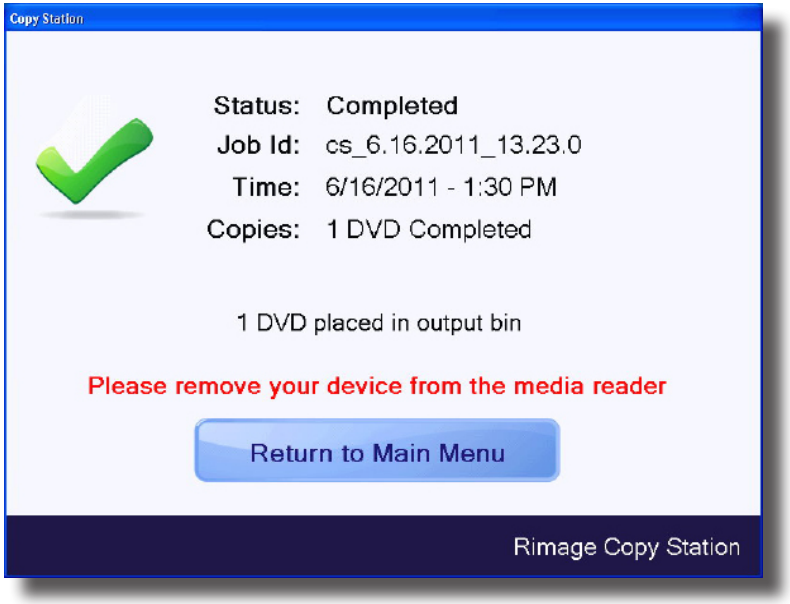
Tip: A program that directly reads the disc image can be used to validate the disc. Rimage recommends using ISOBuster for disc verification.

Operating the Copy Station

e. Select the **Start** button. The *Job Status* screen displays showing job progress. Select the **Stop** button to cancel the offload process.

Important! If you stop the process, start again from the beginning and discard any discs otherwise you will have an incomplete set.

6. When the offload is complete, the following screen displays:



a. Remove the **external device** from the Rimage Media Reader.

b. Remove the **completed discs** from the system.

c. Select **Return to Main Menu** to return to the main Copy Station screen.

Rimage System

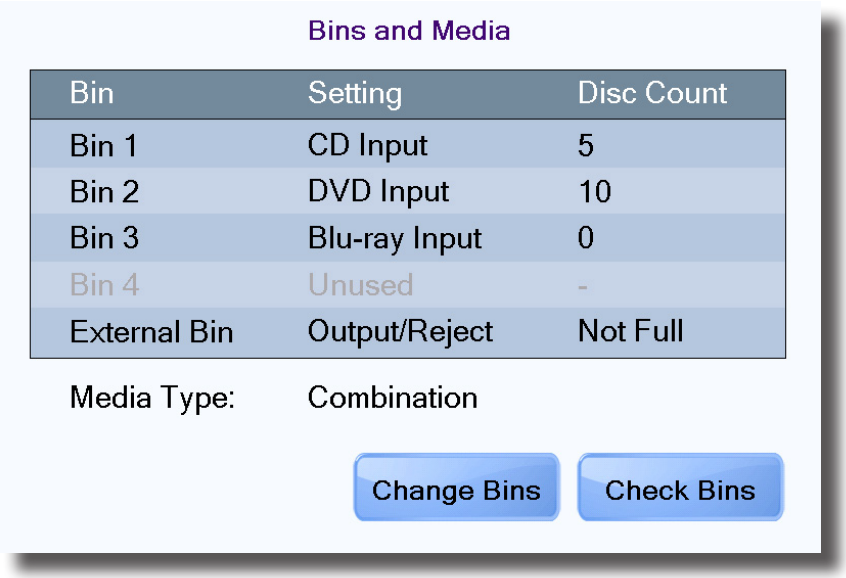
The *Rimage System* screen displays information about the system's state, mode, and current and pending jobs.

1. Select **Rimage System** from the *Main Menu*.

2. Select **one of the following**.
   - **Bins and Media** - refer to the instructions on page 16.
   - **Devices** - refer to the instructions on page 18.
   - **Camera Utility** - refer to the instructions on page 18.

Bins and Media

The *Bins and Media* screen allows you to check and reset the bins and change the default bin configuration.



Change Bins

While the Copy Station is configured for optimal performance, under some circumstances the bin configuration may need to be changed to accommodate different discs. The bin configuration should only be done by a system administrator.

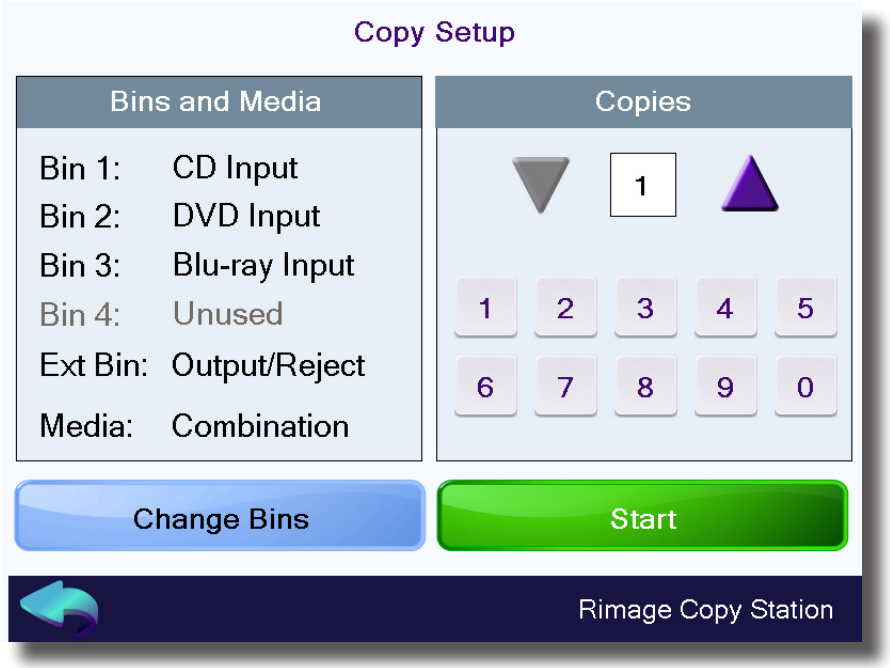
- To change the **default bin configuration** for all jobs:

  1. Select **Bins and Media** from the *Rimage System* screen. The *Bins and Media* screen displays.
  2. Select **Change Bins**.

Operating the Copy Station

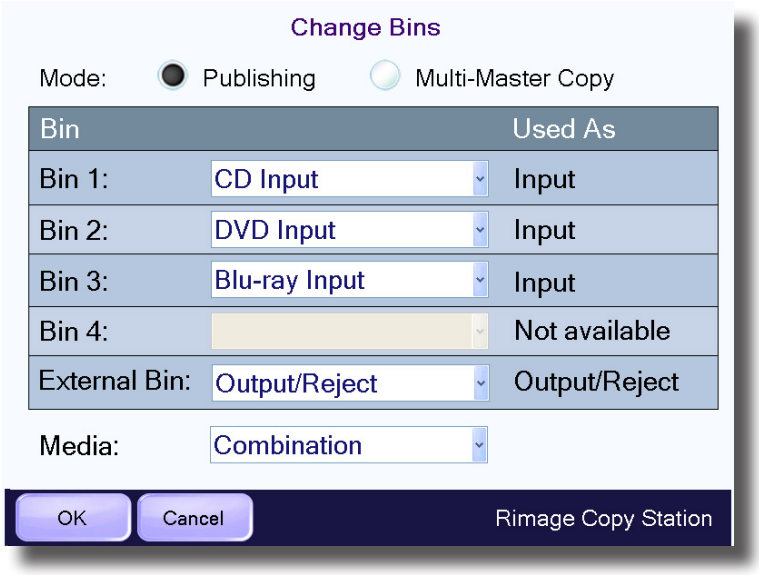
- To change the **bin configuration for a single job**:

1. Select **Copy One Master** or **Copy Masters** from the *Main Menu*. The *Copy Setup* screen displays.



2. Select **Change Bins**.

The current bin configuration displays.



- **Mode:** Select either *Publishing* or *Multi-Master Copy*.
  - **Publishing** - The system is set to produce copies from a single master disc.
  - **Multi-Master Copy** - The system is set to produce copies from more than one master disc.
- **Bins:** The current bin configuration displays. Select the dropdown field to change the type of disc used in any or all of the bins.
- **Media:** The current media type used in the copy station displays.

3. Select **OK** when the changes have been made. If you are starting a copy job, continue with the *Copy Master Discs* instructions on page 9.

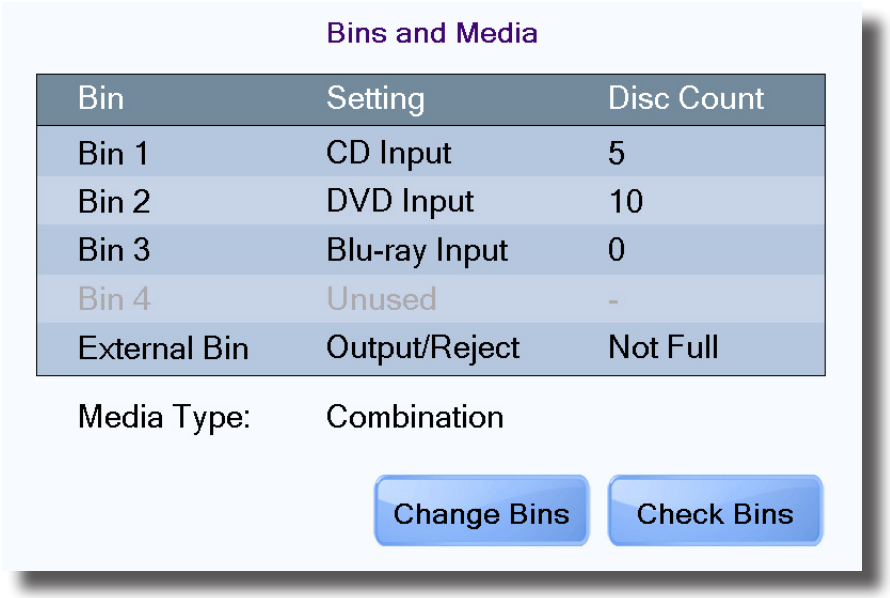
Operating the Copy Station

Check Bins

Anytime you add discs to the bins, you need to reset the disc count.

1. Select **Bins and Media** from the *Rimage System* screen. The *Bins and Media* screen displays.

2. Select **Check Bins**. The autoloader's lift arm moves down into each bin and counts the discs. When it completes, the correct number of discs displays.



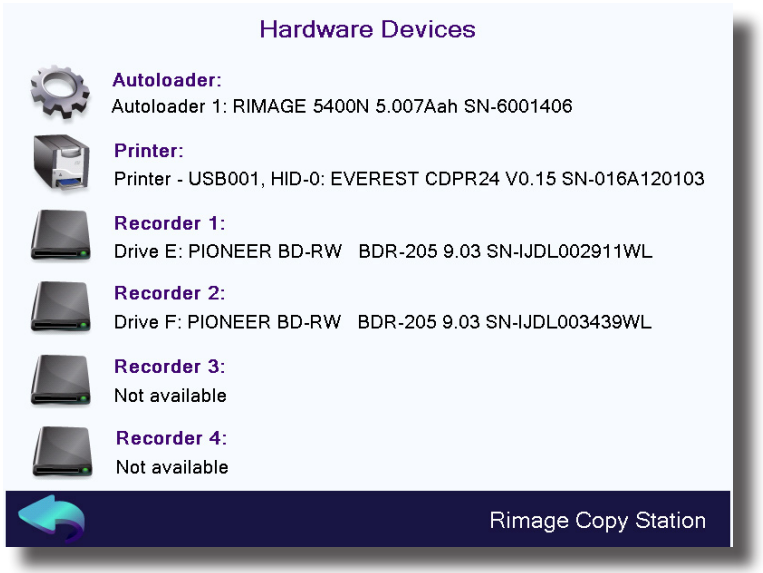
3. When the bins check is complete, select twice to return to the *Main Menu*.

The Copy Station is ready for use.

Devices

The *Hardware Device* screen allows you to view the hardware devices running in the Copy Station.

1. Select **Devices** from the *Rimage System Screen*. A list of all devices working within the Copy Station displays.



2. Select twice to return to the *System Menu*.

Camera Utility

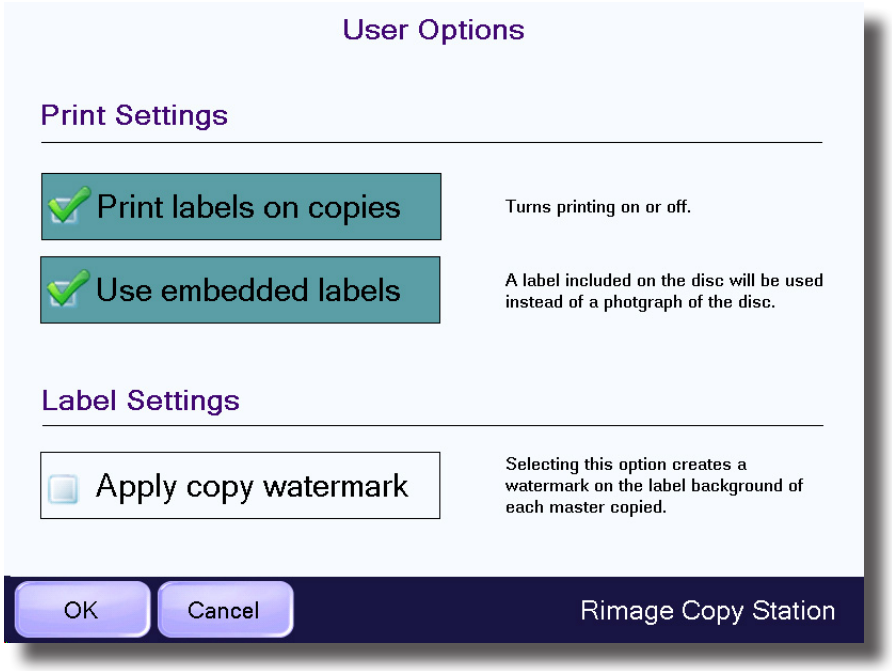
The Rimage Camera Utility allows you to focus the camera and take a snap shot of a disc label. For information on the Camera Utility, refer to the *Rimage Camera Utility* guide included with your Copy Station.

Operating the Copy Station

User Options

Select to print a label on the copies and use disc labels already provided in the Copy Station.

1. On the *Main Menu*, select **User Options**. The *User Options* screen displays.



2. Select the checkboxes of the options you want to use.
   - **Print labels on copies** - When selected, prints the photograph taken of the master disc label on each copy made.
   - **Use embedded labels** - When selected, the Copy Station uses a preset label instead of a photograph. This option is not available unless **Print labels on copies** is selected.
   - **Apply copy watermark** - When selected, the default embedded label is used instead of an image of the original disc. A watermark displays in the background on all labels. The watermark reads "Copy".
3. Select **OK**. The *User Options* screen closes and the Copy Station is ready for use.

Videos

Training Videos are available with information on cleaning the printers and changing the printers' ribbons.

1. Select **Videos**. The *Training Videos* screen displays.

2. Select a **video to watch**. The video and audio load and begin playing.
3. Select **Close** when the video finishes.
4. Select **another video** .
   or
   Select to return to the *Main Menu*.

Maintaining the Copy Station

This section provides maintenance information for the Rimage Copy Station.

Important! For optimum performance, keep the Copy Station in a clean, dust-free environment.

Overview

Regular preventative maintenance of your system can help to ensure error-free recordings and clean printed labels. Maintenance also involves cleaning the system.

For information on autoloader and printer maintenance, refer to the *Rimage Professional 3400 and 5400N User Guide* or *Everest 600 User Guide* that was included with your autoloader.

Cautionary Information

⚠ ***Caution:*** *To avoid damaging the Copy Station during maintenance:*

- *Never use oils, silicone, or other lubricants on any part of the system.*
- *Use only non-abrasive cleaners to wipe down the surfaces of your system.*
- *Use only a damp cotton cloth to wipe off the touch screen.*
- *Never use cleaners to clean the embedded PC.*
- *Avoid pouring cleaners directly onto the autoloader. Instead, apply the cleaner a clean, lint-free cloth.*

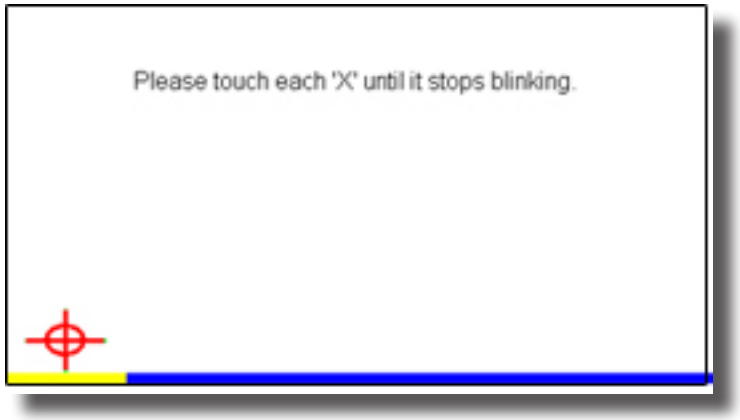
Maintain the Touch Screen Monitor

When dust or fingerprints appear on the touch screen:

1. Wipe the screen with a cotton cloth dampened with water.
2. Dry any excess moisture from the screen with a dry cotton cloth.

Calibrate the Touch Screen Monitor

In some cases you may need to run the Rimage Copy Station Recovery Disc. This process deletes all files and information stored on the system and loads the system's default configuration. Calibrating the touch screen is part of this process.



Important! Do not attempt to use this utility without permission from your system administrator.

1. Touch and hold the ***Main Menu*** **title** at the top of the touch screen to access the Windows Desktop on the Copy Station, .
2. From the Windows Desktop, select **Start > Programs > Touchkit > 4PtsCal** to access the Calibration Utility the calibration screen displays:
3. Touch and hold the until it stops blinking and you hear a beep. The icon moves to the next corner.
4. Repeat Step 2 for all four corners. When all corners have been verified, the calibration starts. When it completes, the utility exits and the desktop displays.
5. Select to start the Copy Station program.

Resolving Copy Station Errors

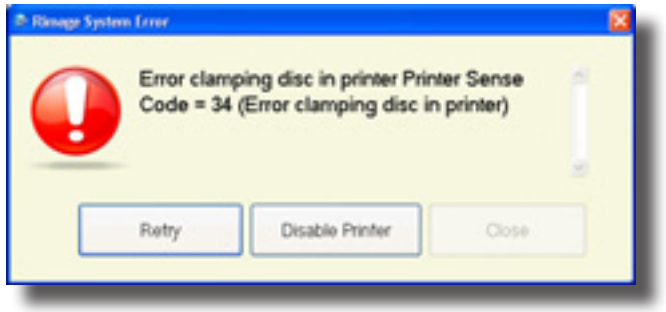
Several error messages could display during the copying process. Most are easily resolved. If you cannot resolve an error, contact your system administrator or Rimage Technical Support.

Mismatched Media Error

This media error can display if the wrong type of disc is loaded in the bins.

1. Make sure that **Bins 1, 2 and 3** contain discs.
2. Make sure that the **correct type of discs** are in the correct bins. Refer to the *Load the Bins* section on page 5 for correct bin configuration.
3. Select **Retry**.
4. Check the **bin count**. Refer to the *Check Bins* section on 18 for instructions.

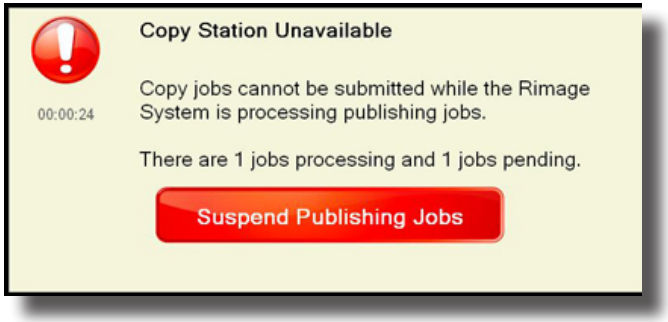
Clamping Error



A clamping error could display if the master disc is not sitting properly on the printer tray.

1. Make sure that the **disc** is set in the indented portion of the printer tray.
2. Select **Retry**.

Copy Station Unavailable Error



The Copy Station could be unavailable because another job is already running or a publishing job was submitted from a remote user. If you receive this error, wait until the current job or jobs are complete, then submit your copy job.